

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Dept. of Transit Operations Rail Maintenance Division/Communications 1015 E. Ponce de Leon Decatur, GA 30030		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUN 8 1983 83-843 JUN 15 1983	
4. Person to Contact Mr. Larry Robinson		5. Working Title General Foreman	6. Telephone Number 294-3411
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest ca Present 1979	9. Records Series Title (followed by title used in office, if different) Red Tags and Safe Clearance Forms Series		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Rail Maintenance is charged with the responsibility of providing a safe, clean, and mechanically and electrically reliable rail transit system for the purpose of transporting people to and from their destinations in a professional, efficient, and economic manner. The Central Control function is responsible for the operation and the maintenance of all electronic equipment related to the rail system.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Requests and approvals to cut off electrical power on any segment(s) of the rail line (tracks) while repair work is in progress. Included are: Red Tags (Form # <u>18/T-Tag</u>) and Safe Clearance forms (<u>65-7768</u>) File is arranged: By calendar year; by month; by date.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old <u>30</u> ; Seven to twelve months old <u>20</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>2</u> ?			
13. Annual Rate of Accumulation of Records Letter-size drawers <u>34</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Documents precautions taken to cut off and resume electrical power on the rail system during the repair cycle.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved _____ Department Records Management Officer Date 5/20/83	Approved _____ Legal Counsel Date 5/31/82
Approved _____ Division Head/Designee Date 5/16/83	Approved _____ Division of Audit Date 6/2/83
Approved _____ Department Head/Designee Date 5/20/83	Approved _____ Department of Archives and History Date 6/14/83
Approved _____ Records Management Analyst Date 5/26/83	Approved _____ MARTA Management Advisory Committee Date